



OFFICE OF LAND QUALITY

BIENNIAL HAZARDOUS WASTE REPORT

ANNUAL MANIFEST REPORT

OVERVIEW

This fact sheet describes the requirements for the Indiana Annual Manifest Summary Report and the Hazardous Waste Biennial Report. These reports summarize RCRA hazardous waste which is generated, shipped off-site, and/or received from off-site.

REGULATORY CITATIONS

ANNUAL REPORT: IC 13-22-4-3.1

BIENNIAL REPORT: 329 IAC 3.1-7-14, 329 IAC 3.1-9-1, 329 IAC 3.1-10-1

WHO MUST SUBMIT

ANNUAL REPORT: Small Quantity generators, Large Quantity generators and Treatment, Storage, Disposal facilities

BIENNIAL REPORT: Large Quantity generators and Treatment, Storage, Disposal facilities

- LQGs and TSDs must submit the Biennial Report in the years they are due and the Annual Manifest Report in the other years.
- If a facility acts as a small or large quantity generator during **any** one calendar month, they are required to submit whichever report is applicable for that calendar year.

CESQGS, NON HANDLERS, OUT OF BUSINESS

- If a facility does not meet the definition for either a large or small quantity generator or a TSD facility no report is required.
- **HOWEVER**, each year OLQ sends reminders to all facilities listed in our records as being subject to the reporting requirements. If your facility receives this reminder you must respond in order to inform us that your facility is no longer subject to the reporting requirements.
- The Hazardous Waste Handler Identification form (Form ID) should be used to make this notification. The Hazardous Waste Activity Generator boxes should be marked clearly to indicate what the "Current" status of the facility is as well as the "Previous (report) year" status.
- The Handler ID form is available upon request from the Facilities Data Analysis staff listed below.

REPORTING SCHEDULE

- Annual reports are due each year to report waste shipped off-site or received from off-site for the previous calendar year.
- Biennial reports are due every even numbered year to report waste generated, shipped off-site, or received from off-site for the previous odd numbered year.
- Reports must be postmarked by March 1. Extensions until April 1 are available upon request for the Biennial report only.

Report period	Date Due	SQGs	LQGs	TSDs
Jan – Dec 2003	March 1, 2004	Annual report	Biennial report	Biennial report
Jan – Dec 2004	March 1, 2005	Annual report	Annual report	Annual report
Jan - Dec 2005	March 1, 2006	Annual report	Biennial report	Biennial report

FORMS AND INSTRUCTIONS

Forms and instructions are available on the IDEM website at www.in.gov/idem/land/hazwaste/fda.html

NOTE: *The Handler ID form is not the entire report. The forms required for each type of report are listed below.*

	Annual report forms	Biennial report forms	
SQGs	ID, OS	None	
LQGs	ID, OS	ID, GM, OI, (WM*)	<i>*WM is only required if waste minimization activities took place in the report year.</i>
TSDs	ID, WG	ID, WR, OI, CC	

ELECTRONIC REPORTING: Information about electronic reporting is available on the IDEM web site.

SEND FORMS TO

Office of Land Quality; Facilities Data Analysis Section
Indiana Department of Environmental Management
P.O. Box 6015; 100 North Senate Avenue
Indianapolis, Indiana 46206-6015 (46204 for overnight delivery)

The forms should be sent in the regular mail and not faxed.

ASSISTANCE

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